

APPLICATION FOR EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR

Background: See attached EEO Counselor Position Description.

Eligibility: Only employees in non-supervisory positions are eligible to become EEO Counselors.

Applicant Name:

Title and Grade of present Position:

Branch/Division

Mail Code: _____

Phone Number:

Supervisor's Name:

Note: You must include a copy of your most recent performance appraisal with your application.

1. Why would you like to become an EEO Counselor?

2. What experience, if any, have you had in handling employment-type problems, or in facilitating the resolution of differences between individuals or groups? If you have no actual experience, explain why you believe you would be successful in this type of work.

3. What experience, if any, have you had in analyzing facts and opinions in employment or other situations? If you have no actual experience, explain why you believe you would be successful in this type of work.

4. What experiences have you had which indicate an ability to remain objective and impartial?

5. Describe your experience in the areas of communicating effectively verbally and in writing.

6. What experience, if any, have you had in which you were required to deal with people of different groups (i.e. racial groups, ethnic groups, religious groups, etc.); and/or people at different occupational levels? Were you successful in these situations? Explain.

Signature of Applicant

Date

Signature of Supervisor

Date